

PRESIDENT – ELECT

Position Summary:

Assist the President in overseeing all of the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors' meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community and community at-large.
- Sit on the Membership and Program committees.
- Contact SHRM to request General Meeting credits to fulfill requirements for re-certification.
- Be available to attend State Council in the absence of the President of the Chapter.